

FLEET MANAGEMENT

Roger Weaver

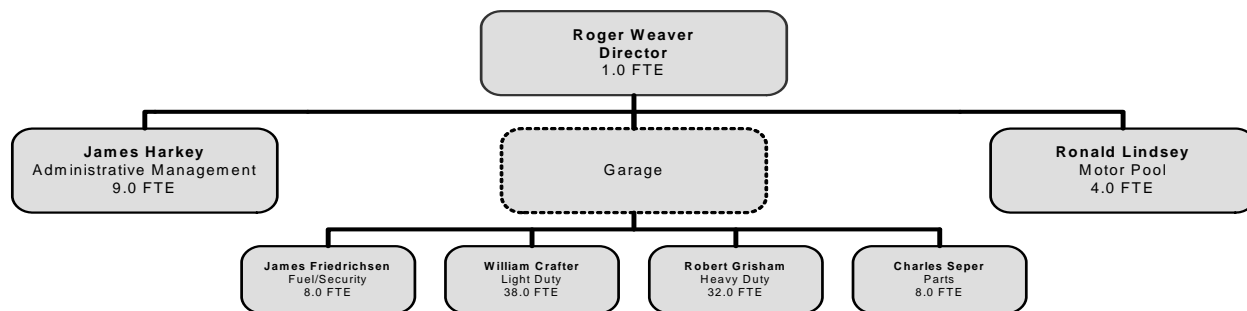
MISSION STATEMENT

The Fleet Management Department provides vehicles, equipment, and related services to the officials and employees of the County so that they may, in turn, provide services that promote health, safety, well being, and quality of life to the residents of the County.

STRATEGIC GOALS

1. Maintain current high levels of customer service and user satisfaction.
2. Decrease vehicle downtime for preventive maintenance and routine repairs.
3. Reduce overall motor pool vehicle emissions.

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

2008-09				
	Operating Exp	Revenue	Revenue Over/ (Under) Exp	Staffing
<u>Internal Service Funds</u>				
Garage	14,225,859	14,483,400	257,541	96.0
Motor Pool	13,169,738	14,306,500	1,136,762	4.0
Total Internal Service Funds	27,395,597	28,789,900	1,394,303	100.0

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.



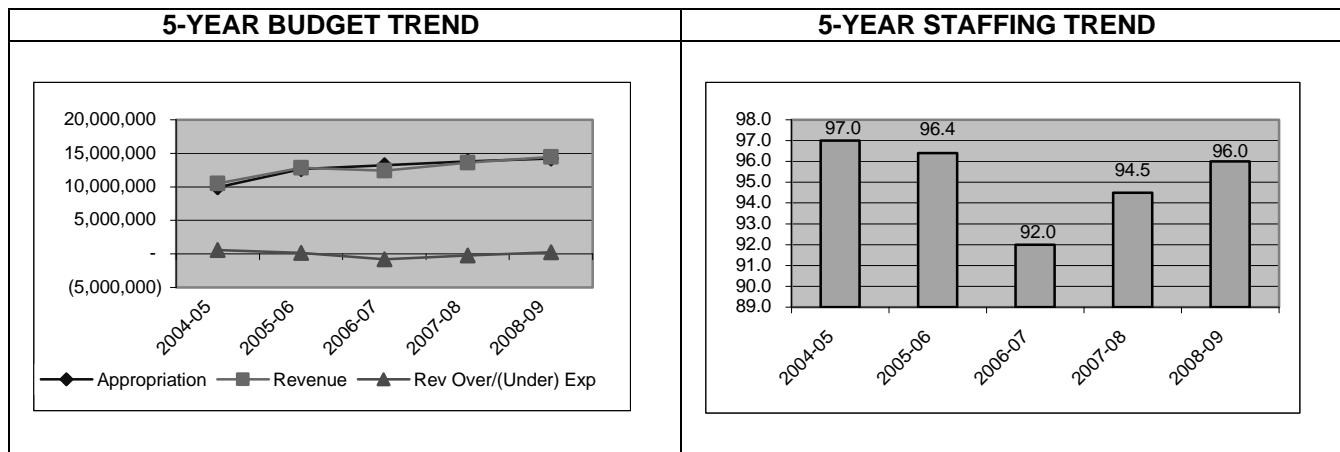
Garage

DESCRIPTION OF MAJOR SERVICES

Fleet Management's Garage Division provides fuel, maintenance, repair, fabrication and emergency field services for the county's fleet of vehicles and heavy equipment.

The Garage budget unit is an internal services fund (ISF). All operational costs of the Garage Division are financed through Board-approved rates. As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year to provide working capital, finance the replacement of fixed assets, and fund capital improvements. Any excess/shortage is incorporated into the rate structure during the annual rate review process.

BUDGET HISTORY

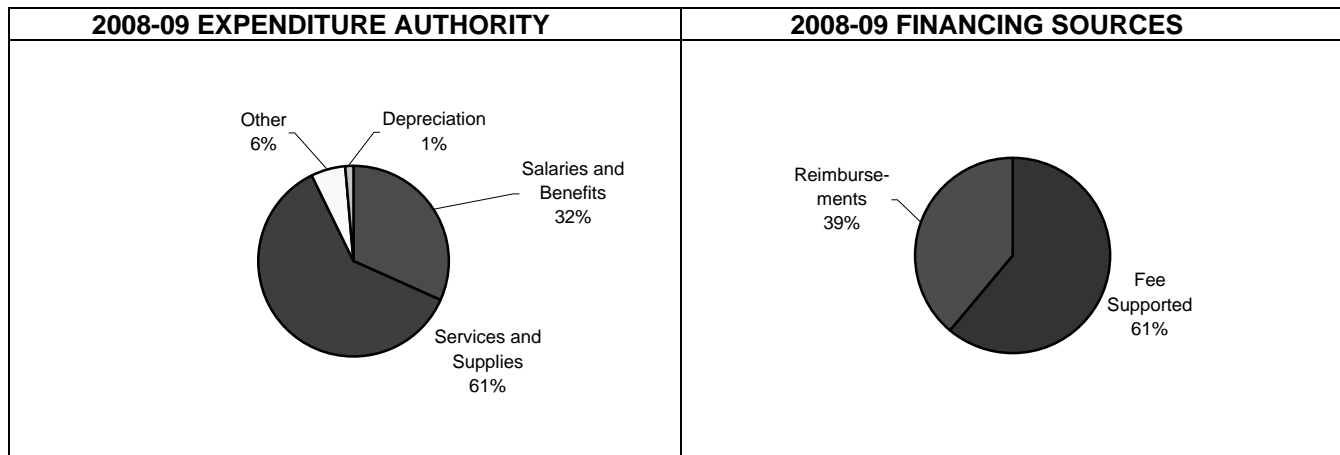


PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	11,632,895	12,359,046	12,654,267	13,808,972	13,406,334
Departmental Revenue	12,153,868	11,804,063	12,208,423	13,588,052	13,358,602
Revenue Over/(Under) Exp	520,973	(554,983)	(445,844)	(220,920)	(47,732)
Budgeted Staffing				94.5	
Fixed Assets	50,809	470,199	17,564	97,000	22,137
Unrestricted Net Assets Available at Year End	534,947	11,197	(216,398)		552,598



ANALYSIS OF FINAL BUDGET



GROUP: Public and Support Services
 DEPARTMENT: Fleet Management
 FUND: Garage Warehouse

BUDGET UNIT: ICB VHS
 FUNCTION: General
 ACTIVITY: Other General

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
Appropriation							
Salaries and Benefits	5,936,657	6,691,953	6,898,667	6,984,269	7,551,792	7,392,478	(159,314)
Services and Supplies	10,216,267	11,937,806	12,274,855	13,997,897	13,076,502	14,262,392	1,185,890
Central Computer	33,232	35,463	42,784	44,143	46,785	42,472	(4,313)
Travel	-	-	-	-	-	21,000	21,000
Transfers	604,810	564,854	799,715	868,887	864,993	1,253,317	388,324
Total Exp Authority	16,790,966	19,230,076	20,016,021	21,895,196	21,540,072	22,971,659	1,431,587
Reimbursements	(5,383,722)	(7,235,155)	(7,736,958)	(8,808,530)	(8,021,100)	(9,193,600)	(1,172,500)
Total Appropriation	11,407,244	11,994,921	12,279,063	13,086,666	13,518,972	13,778,059	259,087
Depreciation	225,651	268,435	273,100	290,000	290,000	345,000	55,000
Operating Transfers Out	-	95,690	102,104	29,668	-	102,800	102,800
Total Requirements	11,632,895	12,359,046	12,654,267	13,406,334	13,808,972	14,225,859	416,887
Departmental Revenue							
Use of Money and Prop	20,627	53,217	67,226	70,353	58,000	68,000	10,000
State, Fed or Gov't Aid	1,188	166	-	575	-	-	-
Current Services	10,075,523	11,743,636	12,139,751	13,265,084	13,530,052	14,415,400	885,348
Other Revenue	(23,812)	7,044	1,446	16,940	-	-	-
Other Financing Sources	80,342	-	-	5,650	-	-	-
Total Revenue	10,153,868	11,804,063	12,208,423	13,358,602	13,588,052	14,483,400	895,348
Operating Transfers In	2,000,000	-	-	-	-	-	-
Total Financing Sources	12,153,868	11,804,063	12,208,423	13,358,602	13,588,052	14,483,400	895,348
Rev Over/(Under) Exp	520,973	(554,983)	(445,844)	(47,732)	(220,920)	257,541	478,461
				Budgeted Staffing	94.5	96.0	1.5
Fixed Assets							
Improvement to Structures	44,538	470,199	-	-	-	-	-
Equipment	6,271	-	17,564	22,137	97,000	49,000	(48,000)
Total Fixed Assets	50,809	470,199	17,564	22,137	97,000	49,000	(48,000)

Salaries and benefits of \$7,392,478 fund 96.0 budgeted positions. The decrease of \$159,314 reflects decreased workers' compensation charges. The increase of 1.5 budgeted staffing represents a 1.0 increase for an Administrative Supervisor I and a 0.5 increase for a Public Service Employee.

Services and supplies of \$14,262,392 include \$9.3 million for the purchase of fuel and \$3.7 million for the purchase of automotive parts and payments of sublet services. The increase of \$1,185,890 is due to cost adjustments for fuel, parts and sublet services, and it is partially offset by a decrease in COWCAP charges and liability insurance costs.



Travel is a new appropriation unit for 2008-09. The amount budgeted of \$21,000 reflects anticipated travel costs in the areas of conference for \$9,200, training fees for \$1,800, hotel for \$4,700, and \$3,500 for air travel. The balance of \$1,800 is for meals, car rental and private mileage. These costs were based on departmental analysis of past travel related expenses previously budgeted in the services and supplies appropriation unit.

Transfers of \$1,253,317 include \$810,000 for intra-department charges between the Garage's cost centers and \$288,000 for the remainder of vehicle charges paid to Motor Pool. The increase of \$388,324 is to recognize allocation of salaries and benefits associated with hourly shop rates, parts mark-ups, and fuel mark-ups in order to facilitate Garage's rates review as recommended by the Auditor/Controller-Recorder's Office.

Reimbursements of \$9,193,600 are primarily received from Motor Pool for fuel, maintenance, repairs, and allocated department overhead. The balance of reimbursements is for intra-department charges between the Garage's cost centers. The increase of \$1,172,500 is due primarily to cost increases for fuel and automotive parts, increases in the number of miles driven, and to Board-approved rate adjustments for Garage services and mark-ups.

Operating transfers out of \$102,800 represents a repayment to Motor Pool for prior-year's projects for the replacement of fuel tanks and an upgrade of the heating, ventilation and air conditioning (HVAC) units in the department's buildings 1 and 6, as well as a request for a building construction in the Barstow Service Center in 2008-09.

Current services revenue of \$14,415,400 is from maintenance and repair services, and from the sale of fuel. The increase of \$885,348 is due primarily to cost adjustments for fuel and parts, and to Board-approved rate adjustments for Garage services and mark-ups.

Fixed assets of \$49,000 is for Garage's various shops performing revenue-generating functions. The decrease of \$48,000 is due primarily to equipment no longer needed.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Actual	2008-09 Projected
Percentage of respondents satisfied with Fleet Management services.	95%	95%	98%	95%
Percentage of programmed maintenance (PM) services completed the same day the vehicle is delivered to Fleet Management.	72%	75%	78%	76%
Percentage of repairs completed within two days of vehicle delivery to Fleet Management.	84%	75%	85%	85%

To measure customer satisfaction, survey placards are placed in vehicles upon completion of any service. In 2006-07, the department completed a customer sensitivity training for its employees to augment the county's Service FIRST training.

The department measures maintenance turnaround times by noting the start and completion times on each preventive maintenance and repair work order.

